

# Attendance Procedure - Macquarie University International College

## Section 1 - Purpose

(1) To specify the actions required for monitoring and responding to attendance of students at Macquarie University International College (MUIC) in accordance with the [Attendance Policy - Macquarie University International College](#).

### Scope

(2) This Procedure applies to all international and domestic students undertaking studies at MUIC and comes into effect at the commencement of each term.

## Section 2 - Policy

(3) Refer to the [Attendance Policy - Macquarie University International College](#).

## Section 3 - Procedures

### Responsibilities and Required Actions

#### Attendance Requirements

(4) MUIC teaching staff are responsible for recording student attendance in every class via [iLearn](#).

(5) The MUIC Student Services team monitor attendance for all students during a term and liaise with the teaching staff to see whether a student's potential attendance has dropped to 83% for that term or they have missed more than three (3) days of class.

(6) The MUIC Student Services and Governance team will monitor attendance for international Standard Foundation Program students.

(7) Students considered 'at risk' of not meeting their attendance requirements will discuss intervention strategies with a Student Advisor.

#### Warnings / Reporting

(8) The MUIC Governance team will send attendance warnings to international Standard Foundation Program students via their email / postal address once their potential attendance for their program falls below 90% and then at 85%.

(9) The student is to attend a meeting with a Student Advisor to discuss their options.

(10) If the student's potential attendance for their program falls below 80%, the Governance team will issue the student with a Notice of Intention to Report (subject to the student's circumstances).

(11) Should the student wish not to submit an appeal, or has exhausted all avenues for an appeal, the student will be reported via PRISMS.

## Appeals

(12) Appealing the University's decision to report the student for attendance is done through internal and external avenues.

(13) Appeals can be made to the following bodies:

- a. Associate Director, Governance and Administration (MUIC) within twenty (20) days of receipt of the Notice of Intention to Report. An unsuccessful appeal can be submitted to the Director, Macquarie University International College and English Language Centre (Director, MUIC) for further review; or
- b. [NSW Ombudsman](#).

(14) Where a student's appeal is not successful, or the student chooses not to appeal, or the student has exhausted all avenues of appeal (including review by the Director, MUIC), or has not notified the University of their intent to lodge a case with the [NSW Ombudsman](#), the University will report the student through PRISMS for not meeting attendance requirements.

(15) There is an [Attendance Procedure \(MUIC\) Flowchart](#) and an [Attendance Appeals Procedure \(MUIC\) Flowchart](#) available for this Procedure.

## Section 4 - Guidelines

(16) Nil.

## Section 5 - Definitions

(17) Commonly defined terms are located in the University [Glossary](#). Definitions specific to this Procedure are contained in the accompanying [Attendance Policy - Macquarie University International College](#).

## Status and Details

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|------------------------------|---|
| <b>Status</b>                | Historic  |
| <b>Effective Date</b>        | 22nd February 2021  |
| <b>Review Date</b>           | 1st April 2021  |
| <b>Approval Authority</b>    | Deputy Vice-Chancellor (Academic)   |
| <b>Approval Date</b>         | 25th June 2018  |
| <b>Expiry Date</b>           | 5th September 2021  |
| <b>Responsible Executive</b> | Rorden Wilkinson<br>Deputy Vice-Chancellor (Academic)                         |
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